

HN Document #: HNP007

Hope Chinese School at Herndon, Board of Directors

Subject: Enrollment policies for student elective classes and parent activities

On Oct. 18, 2006 the Board of Directors (BoD) of Hope Chinese School Herndon Campus (HN) adopted a resolution to set the enrollment policies for student elective classes and parent activities. Document HNP007 is to set the guidelines to execute these policies by school officers and registration team, and to inform parents on the policies.

1. Introduction

Hope Chinese School at Herndon (HN) offers Chinese language and culture education to students. These students normally enroll in Chinese classes at HN. As an added benefit to these students in their Chinese education, the school offers elective classes to these students such that their Chinese language education can be further explored and enhanced in an environment outside a language lecture class. The elective class offering utilizes the infrastructure of Chinese education, and is made possible financially owing to the operation of Chinese class offering.

The school also offers parent activities to parents as they bring their children to take Chinese and elective classes at HN. The offering of parent activities is intended as a community service and as a benefit to families who have children enrolling at HN. The purpose of the offering is to let parents utilize their time at school more efficiently and enable them to enrich their school life while waiting for their children at the school. Enabled by its infrastructure, the school is able to offer parent activities at minimum expense to these parents since their families have contributed financially to the operation of HN through their children's enrollment at HN.

Hereafter, the Board of Directors of HN believes that reasonable and workable policies are needed to guide the enrollment of student elective classes and parent activities.

2. Policy on Student Elective Class Enrollment

A student who wishes to enroll in any of HN's elective classes must meet any of the following requirements. He or she

- 2.1 shall currently register for Chinese classes at HN.
- 2.2 shall currently register for Chinese classes at other HCS schools.
- 2.3 have previously registered for Chinese classes at any of six HCS schools.

To satisfy Requirements 2.2 and 2.3, the parent or legal guardian of the student shall present a proper proof of current or previous registration record to school principal or principal's designated school officers before the enrollment may be accepted by registration system. The proof may be current or previous registration receipt and/or printout, or be that specified by school principal. Should there be any special circumstance regarding the enrollment, including, but not limited to, that for families with multiple children, the principal or principal's designated school officer may determine the eligibility of the student on case-by-case basis.

3. Policy on Parent Activity Participation

An adult who wishes to participate in any of HN's parent activity must meet any of the following requirements. The adult shall

- 3.1 have a child who currently registers at HN,
- 3.2 have a child who currently registers at other HCS schools,
- 3.3 be a parent of a former student at any of six HCS schools.
- 3.4 be an in-service teacher or staff at HN.

To satisfy Requirements 3.2 and 3.3, the adult shall present a proper proof of current or previous registration record to school principal or principal's designated school officers before the adult may participate in any parent activity. The proof may be current or previous registration receipt and/or printout of his or her child, or be that specified by school principal.

Under certain circumstance, a person who does not meet any of the above requirements may still participate in HN's parent activities provided that both of the following conditions are met:

- 3.5 Space is available in the activity to take in more participants, and
- 3.6 Proper approval from school's principal or principal's designated school officers to participate in the activity.

4. Remedy for Misinformation

Should any person present false information to gain the enrollment to any student elective class or parent activity, the person, regardless of an adult or a student, shall be removed from the class or activity immediately upon the discovery of the enrollment without any refund to the tuition paid to enroll the elective class or parent activity.

5. Implementation Procedures

A separate document detailing the procedures to implement these policies shall be provided in addition to this policy document. This procedure document is an inseparable part of Document HNP007 upon the approval of the BoD.

6. Effective Date of the Policies

These policies shall become effective on Jan. 1, 2007. Refer to Section 5 for implementation procedures.

7. Amendment of the Policy

The BoD of HN reserves the right to amend these policies at anytime the BoD believes that the amendment is necessary in order to continue and/or enhance the normal school operation.

Appendix Revision History

Version	Revision	Author	Date of Approval
Initial draft	N/A	Zhuang Ti	Oct. 21, 2006
Final version	N/A	Zhuang Ti	Nov. 14, 2006